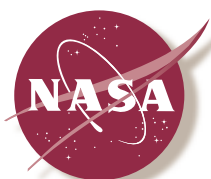


**Mission Success
Starts With Safety**

GSFC Safety Pocket Guide



**To Report a Fire
or Emergency**

**At Greenbelt:
Call 112
or
301-286-8080**

**At WFF:
Call 1333**

<http://safety1st.gsfc.nasa.gov>

Greenbelt Phone Numbers

SERVICES

GREENBELT

Center-wide Weather Announcements	6-NEWS
Digging Permits	6-5572
Emergencies	1 12-Rolm Phones
Non-Rolm & Offsite	(301) 286-8080
Facilities Emergency Console	6-8080
Facilities Service Desk	6-5555
Hazardous Waste	6-9233
Health Unit - Bldg. 97	6-6666
Main Switchboard	(301) 286-1000
NASA Safety Reporting System	6-6490
Safety & Environmental - Bldg. 17	6-6295
Security - Bldg. 9	6-8661
Systems Reliability & Safety	6-6490

Other important numbers:

MD Occupational Safety & Health	(410) 767-7233
OSHA - Baltimore	(410) 962-2840

Wallops Phone Numbers

SERVICES

*WALLOPS

After hours:	1235
Center-wide Weather Announcements	1325
Digging Permits	2466
Emergencies	1333
Environmental	1103
Facilities Service Desk	2466
Hazardous Waste	1718
Health Unit - Bldg. F160	1266
Main Switchboard	(757) 824-1000
NASA Safety Reporting System	6-6490
Non Emergency	1300 Fire Dept
Safety Office - Bldg. E107	2518
Security - Bldg. N127	2536
Systems Reliability & Safety	1625

Other important numbers:

OSHA - Norfolk	(757) 441-3820
VA Occupational Safety & Health	(757) 858-6700

When reporting an emergency, remain calm. Give your name, extension or number, location, and nature of emergency. Stay in the immediate vicinity of the emergency to direct emergency personnel who respond to your call.

*When dialing from Greenbelt to Wallops, first dial "7" then the four digit number.

Message from the Center Director

NASA's goal is to be the Nation's leader in safety. We must all make a strong commitment to achieve this goal. Safety is a critical part of everyone's job and a responsibility that can not be delegated. Therefore, the safety and health of our Goddard workforce - civil servant and contractor employees - and other affiliates or guests must be first and foremost in our minds. While Goddard's safety record is good, there is always room for improvement. Each one of us must make a personal commitment to a safe working environment.

A proactive approach to safety is the best way to prevent injuries and mishaps. Although safety organizations will develop policy, metrics, and conduct safety audits, everyone is responsible and accountable for implementing our safety program.

Mission success begins with safety.



A.V. Diaz

Director, Goddard Space Flight Center

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Safety Policy

GSFC's most important core value is safety - safety of the public, astronauts and pilots, safety of our civil servant and contractor personnel, and safety of our high value ground and space equipment and property. It is GSFC's policy to provide a safe and healthy environment for all civil servants, contractor employees, and visitors.

Safe operations in all activities are a condition of any individual's opportunity to work on and for the Goddard Space Flight Center. No activity is so important that it cannot be performed in a safe manner. Employees will advise management about inherently unsafe work without fear of retaliation or intimidation. Management will work with employees to ensure they have the proper training and equipment to perform work in a safe manner. GSFC contracts will include provisions that require work to be performed in a safe manner.

To assure safety and mission success, every project, program, or operation, regardless of size, will employ risk management processes. All projects or similar activities will implement a Risk Management Plan as defined by NPG 7120.5A section 4.2. The Risk Management Plan will address all potential risks to people, property, the environment, and mission assurance, in addition to budget and schedule risks. Management will only accept risk when expected benefits outweigh identified risks. Projects may only proceed after approval of the Risk Management Plan.

All employees, supervisors, and contractors will implement and follow the letter and intent of this policy. This policy is in accordance with NPD8700.1, NASA Policy for Safety and Mission Assurance and NPD 8710.2B, NASA Safety and Health Program Policy. Safety performance and adherence to this policy shall be the premier element in all employee and contractor evaluations.



GSFC Safety Health and Environmental Council (SHEC)

The Safety, Health and Environmental Council (SHEC), which is chaired by the Center Director, establishes GSFC safety, health, and environmental program policy and priorities through management oversight and insight. The Council is comprised of the Directors’ of the GSFC Codes and representative from organized labor. The goal of the SHEC is to continuously improve the Center’s safety, health, and environmental performance.

Safety

Safety Organizations

The following safety organizations provide consultation, technical support and coordination:

Safety, Environmental and Security Office

Greenbelt, Code 205	6-6295
Pressure Systems and Lifting Devices Code 540	6-4209
Project Risk Management, System Safety, Quality and Reliability, Code 302	6-6490
WFF Safety Office, Code 803	2518
Aviation Safety, Code 830	6-1403



Contractor Safety

All contractors performing work at GSFC will comply with all applicable safety, health, and environmental regulations. This includes OSHA, state, NASA, and GSFC regulations. Every contractor will have a written safety and health plan and must have a designated Onsite Safety Official. Failure to comply with safety and health requirements could result in GSFC Notices of Violation, which will be used in consideration for contract termination, and the determination of award fees and future contracts.

State and Federal OSHA Compliance Officers have access to the Center and will cite a contractor for failing to comply with regulations.

Contractor personnel working at GSFC must immediately report any unsafe conditions or mishaps to their immediate supervisor.

Both Greenbelt and WFF have contractor safety committees that meet to discuss safety and health issues that pertain to all contractor personnel.

Contractor Safety information and assistance can be obtained by contacting the Greenbelt Safety & Environmental Branch at 6-6295 or the WFF Safety Office at 2518.



Fire Prevention

Good housekeeping is one the best fire prevention practices. Trash, debris, and other combustible materials should be kept to a minimum in the work environment. Flammable liquids or materials should be handled very carefully in accordance with the Chemical Hygiene Plan and Material Safety Data Sheet's (MSDS). Electrical safety is also a high priority. Use of personal heating devices can only be used with authorization. Microwave ovens should only be used with caution and never left unattended while cooking. Coffee makers should be unplugged when not in use. Extension cords should never be used in place of permanent electrical wiring. Any sort of cutting, welding, or soldering with open flame requires a "Hot Work Permit." At Greenbelt these can be obtained from the safety office. At WFF the fire inspector issues "Hot Work Permits".

No smoking is allowed in the any building or government vehicle and is only allowed in designated areas outside. Smoking materials should be disposed of in designated receptacles. Caution should be exercised at certain times when dry conditions exist and there is a high potential for a grass or brush fire.

Fire prevention information and guidance can be obtained by contacting the Greenbelt Safety & Environmental Branch at 6-6295 or the WFF Safety Office at 2518 or the Fire Inspector at 1707 or 1300.

Fire Safety

If a fire should occur, fire alarm pull stations are located throughout all buildings. You should know where the nearest one is to you.

If a fire alarm sounds for more than 30 seconds, immediately exit the building and proceed to the designated assembly area for the affected building. The buddy system is used for personnel needing assistance in timely exit of facilities. Once at the assembly area, account for all personnel and immediately notify emergency response personnel if someone is thought to be inside the building. Follow your building's Emergency Action Plan.

Report fires/smoke in facilities by activating closest pull stations and calling the emergency number - at Greenbelt 112 or at WFF 1333.



Lifting Devices and Pressure Vessels

Lifting devices and equipment include bridge cranes, gantry cranes, hoists, mobile cranes, and any devices, slings, or hardware used to attach the load to the crane hook for lifting.

Pressure vessels and systems include cryogenic, vacuum, hydraulic, compressed gas systems, including air, and flexible hoses.

The recertification (RECERT) programs provides for test, inspection, and certification of lifting devices and equipment and pressure vessels and systems. These programs assure safety to personnel, property, and the environment.

Lifting Devices and Pressure Vessels information and assistance can be obtained by contacting either Code 540, 6-4209 at Greenbelt or the Deputy RECERT Manager/546.W, 1359 at WFF.

Lock-out/Tag-out

Lock-out/Tag-out is the process of blocking the flow of energy from a power source to a piece of equipment and keeping it blocked out. It is used when electrical/mechanical machines/equipment or gaseous or liquid systems must be shut down due to servicing, or unsafe/potentially unsafe conditions. GSFC and all contractors will comply with 29 CFR 1910.147.

Lock-out/Tag-out information and assistance can be obtained by contacting the Greenbelt Safety & Environmental Branch at 6-6295 and the WFF Safety Office at 2518.



Mishap Reporting

All mishaps shall be reported using NASA Mishap Report Form 1627, no matter how minor or insignificant in nature. NASA Mishap Reporting and Investigating Policy, NPD 8621.1G, shall be followed at GSFC.

Close Calls

All Close Calls or “near misses” shall be reported. A mishap that almost occurred is as significant as an actual mishap that involves injury and/or property damage. Close Calls provide valuable lessons learned that can be applied to prevent future mishaps.

Unsafe Acts

Prior to performing work, employees are required to assess their work and work environment for potential hazards to determine if unsafe conditions exist. Employees should eliminate hazards within their control and report all hazards to their supervisor. Work shouldn't be initiated if an unsafe condition exists.

Employees shall never ignore a co-worker's unsafe act. Observers of unsafe acts should immediately advise their co-worker of the proper way of performing the work or notify their supervisor.

Supervisors shall immediately initiate the mitigation of reported hazards. Supervisors may request assistance to ensure proper hazard abatement. Supervisors shall not permit work to be performed until all hazards are properly mitigated.

Mishap, Close Call, and Unsafe Acts information and assistance can be obtained by contacting the Greenbelt Safety & Environmental Branch at 6-6295 or the WFF Safety Office at 2518.

Also visit the Safety website at <http://safety1st.gsfc.nasa.gov> for mishap information. Hard copies of forms are available from the Greenbelt and WFF safety offices.



NASA Safety Reporting System

If an employee believes that a hazardous condition exists and desires to remain anonymous they may initiate an inquiry using the NASA Safety Reporting System (NSRS). The NSRS provides a reliable system for employees to notify management without fear of reprisal about conditions that appear hazardous so that employee concerns may be addressed.

To use the NSRS, a GSFC employee or contractor is required to complete Form OMB No 2700-0063. It can be obtained from Code 302 or online at: www.hq.nasa.gov/office/codeq/nsrsindx.htm. Mail it to: NASA Safety Reporting System, PO Box 6037, Falls Church, VA 22040-9824. The NSRS ensures confidentiality of the person reporting the safety concerns.

Reprisal or disciplinary action against an employee who initiates a safety concern shall not be tolerated.

NSRS information and assistance can be obtained by contacting the Greenbelt Safety & Environmental Branch at 6-6295 and the WFF Safety Office at 2518.



Traffic Safety

The Center enforces State Motor Vehicle law(s). All motor vehicle operators are required to possess a valid State driver's permit/license. All occupants of motor vehicles operated on the Center must wear seatbelts at all times. All drivers must yield to pedestrians at all time. No exceptions.

At WFF, explicit permission is required to enter any airport runway, taxiway, or ramp area. Roadblocks are established on Wallops Island to keep personnel from entering launch hazard areas. The roadblocks must not be bypassed.

Parking is only permitted in authorized and/or designated areas. Vehicles must be parked between white lines. Do not park on grass or roadways (unless designated as authorized parking spaces).

Bicyclists are required to ride bicycles on the right side of the road. Riding bicycles on sidewalks is prohibited.

Speed limits at Greenbelt:

- 25 mph on Center Roadways (unless otherwise posted)
- 15 mph in Parking Lots
- 10 mph when approaching entry gates (Show GSFC ID Badge & be prepared to stop)
- 15 mph through gates when exiting the Center

Speed limits at Wallops:

- 35 mph on WFF Roadways (unless otherwise posted)
- 40 mph on causeway
- 15 mph in Parking lots
- 10 mph when approaching entry gates (Show GSFC ID Badge & be prepared to stop)
- 15 mph through gates when exiting WFF

Traffic Safety information and assistance can be obtained by contacting the Greenbelt Security Branch at 6-8661 or 2536 at WFF.



Training

A variety of safety training courses are offered through the Human Resources Development Office (HRDO) and the NASA Safety Training Center (NSTC) on an annual basis. An updated listing of safety training courses can be found on the Office of Human Resources (OHR) website at:

<http://ohr.gsfc.nasa.gov/gsfc/training/trndesc.htm>

In addition to the courses listed above, there are several safety training courses that can be taken through the NASA/GSFC self-paced Learning Center. To obtain detailed information about these courses please visit the following OHR web-site:

<http://ohr.gsfc.nasa.gov/gsfc/training/learn/contents.htm>

All requests for training for civil servants must be approved by your management. Requests for training for contractors must be approved by your immediate supervisor and have concurrence by the appropriate Contracting Officer and/or Contracting Officer's Technical Representative.

Safety Training information and assistance can be obtained for both Greenbelt and WFF by contacting the Training Office 6-9122, and the Learning Center, 6-7285.



Wildlife

There are numerous species of wildlife that inhabit the Center including an abundance of deer and geese. There are some issues to be aware of regarding the wildlife. One important fact to keep in mind is that wildlife may carry ticks and can contribute to an increased tick population on the Center. Ticks are carriers of various illnesses including Lyme disease.

Some safety tips to follow when outdoors is:

- Avoid tall grassy areas and wooded areas to reduce risk of tick bites
- Always check your body for ticks after spending time outdoors
- Obey the speed limit to avoid collisions with wildlife
- Avoid walking in areas of goose droppings
- Feeding of wildlife is prohibited on Center

Report dangerous or injured wildlife to Greenbelt Security at 6-8661 or 1333 at WFF.



Industrial Hygiene

The objective of the Industrial Hygiene Program is to assure a healthy environment that promotes maximum performance and health. NASA activities are highly specialized with operations, processes, and hazards that are constantly changing. The program calls for periodic monitoring and surveillance of all GSFC facilities and work areas to identify health hazards.

Industrial Hygiene information and assistance can be obtained for both Greenbelt and WFF by contacting the Industrial Hygiene Office, 6-6669.

Asbestos

Some buildings at GSFC may have areas in them with a warning about asbestos. Buildings constructed prior to 1978 may have asbestos containing materials such as pipe insulation, roofing materials, and floor tiles. Asbestos is a potential health hazard when it becomes airborne. Because of this potential hazard, any maintenance work that may disturb building materials shall not be initiated until environmental health and safety has been consulted.

Asbestos information and assistance can be obtained for Greenbelt by contacting the Safety & Environmental Branch at 6-6295 or the WFF Safety Office at 2518.



Confined Space

Entry into confined spaces, as defined by OSHA, requires a Confined Space Entry Permit issued by safety. The cognizant organization is responsible for obtaining the permit before any work can proceed.

Confined Space information and assistance can be obtained for Greenbelt by contacting the Safety & Environmental Branch at 6-6295 or the WFF Safety Office at 2518.

Ergonomics

The practical application of ergonomics is the study of how the physical work environment affects people. One major part of ergonomics deals specifically with the interaction of people and their computer workstations. It is important to recognize the elements of workstation setup that can contribute to or cause repetitive strain injuries and to make the necessary changes to help prevent their occurrence.

A pamphlet, with information on setting up your computer workstation is available to employees by contacting the Industrial Hygiene Office. Ergonomic evaluations are also offered to NASA Civil Service Employees.

Ergonomics information and assistance can be obtained for both Greenbelt and WFF by contacting the Industrial Hygiene Office at 6-6669.



Hazard Communication

OSHA promulgates the Hazard Communication (HAZCOM) Standard, 29 CFR 1910.1200. It states that all employees have a need and a right to know:

- What chemical hazards they are exposed to when working
- What protective measures are available to protect against these hazards
- What to do in an emergency situation
- Where information is available

Your supervisor should be able to inform you of any hazardous chemicals in your work area. Material Safety Data Sheets (MSDS's) and a written Hazcom Plan will be available for you to review if you have any questions.

For further Hazardous Communication information and assistance contact the Greenbelt Safety & Environmental Branch at 6-6295 or the WFF Safety Office at 2518.

Indoor Air Quality

Indoor Air Quality involves the temperature, humidity, and the amount of air in the workplace. Problems and complaints about indoor air quality should be reported. For problems that persist longer than a week, we suggest keeping a log of observations to assist the technicians with correcting any possible problems.

Indoor Air Quality assistance can be obtained by contacting the Trouble Desk at 6-5555 at Greenbelt or 2466 at WFF.



Laboratory Chemical Safety

The use of Laboratory chemicals at GSFC is governed by 29 CFR 1910.1450. Laboratory workers are required by law to comply with the Chemical Hygiene Plans (tailored to each lab) which are required to be readily accessible at all times. If you are unable to find a copy, call your organization's Chemical Hygiene Representative.

Disposal - Laboratory wastes will be considered as hazardous waste unless specifically approved for an alternative disposal method by Code 205. Hoods will not be used as a means of disposal for volatile chemicals. Indiscriminate disposal of waste chemicals by pouring them down the drain or adding them to mixed refuse or landfill burial is prohibited.

Laboratory Chemical Safety information and assistance can be obtained for Greenbelt by contacting the Safety & Environmental Branch at 6-6295 or the WFF Safety Office at 2518. Waste disposal can be obtained by contacting 6-9233 for Greenbelt and 1718 for WFF.

Radiation Protection

The Goddard Radiation Protection Program oversees ionizing and non-ionizing radiation safety. The Health Physics staff provides the daily operational activities of the Radiation Protection Program for all ionizing and non-ionizing radiation at Greenbelt.

The WFF Safety Office manages the daily non-ionizing radiation activities at WFF. All uses and users of radiation sources require approval of the Radiation Safety Committee and are coordinated by the Health Physics Staff and the WFF Safety Office.

Contact the GSFC Radiation Protection Officer (RPO) to coordinate approval related to the use of ionizing and non-ionizing radiation at GSFC or to answer any radiation protection questions or concerns.

Radiation Protection Program information and assistance can be obtained by contacting the RPO, 6-8482 at Greenbelt or the WFF Safety Office at 2518.



Water Quality

The water supply at Greenbelt is from the same source that serves the surrounding community. There are no additional treatments or chemicals added to the water supply.

At WFF, the water supply is maintained in accordance with the VA Dept. of Health standards. The state evaluates the testing results and periodically inspects the system. All system modifications and treatments are pre-approved by the state. There is a Memorandum of Agreement between GSFC and the American Federation of Government Employees, dated July 22, 1997 in place. This agreement requires WFF to improve taste and appearance.

Water Quality information and assistance can be obtained by contacting the Greenbelt Industrial Hygiene Office at 6-6669.



Occupational Health

The Occupational Health Program strives to minimize sick absences and reduced productivity due to marginal physical disability, permanent disability, or premature death of civil service employees. This is achieved by offering civil service employees acute medical care, medical monitoring exams, health maintenance exams, certification exams, and Employee Assistance Programs.

Occupational Health information and assistance can be obtained by contacting the Health Unit at 6-6666.

Employee Assistance Program

The Employee Assistance Program (EAP) offers confidential counseling to civil service employees and their family members. The EAP provides assistance in the following areas:

- Anxiety
- Depression
- Emotional well-being problems
- Family life transitions
- Relationship problems
- Stress
- Substance abuse
- Workplace conflict

They provide on-site counseling and referrals. Employees are encouraged to take advantage of this free confidential service. Help can be obtained 24 hours a day/ 7 days a week.

Employee Assistance Program information and assistance can be obtained for both Greenbelt and WFF by calling 6-4600.



Fitness Center

The Fitness Center is located in Building 97 at Greenbelt, and offers civil servants strength training equipment and cardiovascular equipment. At Wallops, the Fitness Center is located in building D10; access is available to Fitness Club members only. Temporary membership cards are available at the Training Office for individuals attending training at WFF.

Fitness Center Membership information and assistance can be obtained by contacting the Greenbelt Fitness Center at 6-8404 or 1244 at WFF.

Health Unit

The Health Unit is located in Building 97 at Greenbelt and in Building F-160 at WFF. Both facilities are open during the day shift for medical treatment and first aid.

The facilities are open to civil service employees for Occupational Health purposes, which include:

- Allergy shots
- Annual physical examinations
- Certain treatments that may be prescribed by an individual's personal medical physician
- Ergonomic exams
- Flu shots
- Hearing exams
- Mammography
- Medical surveillance
- Point of first treatment for Workers Compensation (Civil Service only) (See Workers Compensation section).
- Pre-travel exams
- Respirator fit tests
- Safety glasses

Contractors can report to the Health Unit for first-aid treatment only. They are then required to report their work injuries to their Worker's Compensation office.

Health Unit information and assistance can be obtained by contacting the Greenbelt Health Unit at 6-6666 or 1266 at WFF.



Workers' Compensation

The Department of Labor administers the Federal Employees Compensation Act (FECA) which provides benefits to civil servants who are injured, become ill, or die as a direct result of employment with the Federal Government. Benefits include payment of medical expenses, continuation of pay or compensation, rehabilitation, and death benefits to spouse and/or dependents.

Employees are responsible for: immediately reporting their injury/illness to their supervisor, ensuring that all supplied forms are completed and sent to Code 205.2, providing requested medical documentation, attending all medical appointments, keeping supervisor/compensation claims officer informed of status, and returning to work or restricted when instructed by physician.

Workers Compensation information and assistance for both Greenbelt and WFF can be obtained by contacting the Workers Compensation Officer at 6-7409.

Workplace Violence

GSFC is committed to ensuring that all employees are provided a safe and secure work environment. Any form of violence or acts of prejudice, harassment, or intimidation will not be tolerated.

Workplace violence is defined as physical or verbal aggression expressed by oral or written words, gestures, or other expressions which communicate a direct or potential threat to self or others. Intentional property damage is also considered a form of violent behavior.

Employees must report threats or potential acts of violence to their supervisors. Workplace Violence information and assistance can be obtained by contacting the Goddard Security Officer at 6-7233.

For situations warranting immediate medical or security assistance, employees at Greenbelt should call 112 or 301-286-8080 or 1333 at WFF.



Emergency Preparedness and Response

Emergencies include medical emergencies, fires, smoke, and inadvertent releases of hazardous materials into the environment or any other situations that present a hazard to people, property, or the environment.

Ringling bells or pulsed horns and white strobes are for building evacuation. When the alarm sounds all personnel are required to immediately exit the building. Follow your building's Emergency Action Plan.

A continuous sounding buzzer or horn indicating a condition requiring immediate attention is a warning alarm, (Greenbelt only). Check your area to see if an emergency exists and use a fire alarm pull station if necessary. Follow your building's Emergency Action Plan.

Only employees trained to use fire extinguishers should attempt to extinguish an incipient stage fire. The safety of you and your fellow employees is always the most important consideration.

Report any emergency by dialing 112 or 301-286-8080 at Greenbelt and 1333 at WFF.

Emergency response systems are activated through the reporting of emergencies, either by phone, automatic fire alarms or activation of manual pull stations. The type of emergency determines the level of response.

At Greenbelt, the GSFC Security Force provides first response emergency medical treatment. The Prince George's Fire Department (PGFD) provides emergency medical response and transport, fire suppression and hazardous materials response support to Greenbelt.

Report an emergency at Greenbelt by calling 112 or 301-286-8080.

At Wallops, the WFF Fire Department provides Advanced Life Support emergency medical response and transport, fire suppression and hazardous materials response, aircraft crash rescue service to the WFF airport and fire prevention inspection.

Report an emergency at WFF by calling 1333.



Emergency Preparedness/Evacuation

Planning and training for emergencies is essential in minimizing harmful consequences of an accident or other threats that could occur. Emergency Preparedness drills are conducted annually to ensure that personnel are familiar with their roles during incidents and that adequate plans and procedures are in place to deal with emergencies at GSFC.

At Greenbelt, the Safety, Environmental, and Security Office is responsible for the emergency management program. The Security Office provides initial response and treatment for medical emergencies. The Goddard Emergency Response Team (GERT) is responsible for responding to all emergency situations at Greenbelt. The Prince George's Fire Department provides GSFC with manual fire suppression, medical treatment and transportation and hazardous materials response for incidents beyond the capabilities of the GERT.

At WFF, the Safety Office is responsible for the emergency management program. Facility-wide response plans are in place for hurricanes/severe weather, aircraft mishap response, and land impact of rockets. The WFF Fire Department provides a 24-hour Emergency Operations Center and Incident Command, as well as providing the site with manual fire suppression, medical treatment and transportation, hazardous materials response, aircraft rescue and fire fighting, and fire prevention inspection.

Greenbelt emergency preparedness/evacuation information and assistance can be obtained by contacting the Greenbelt Safety & Environmental Branch at 6-6295 and the WFF Safety Office at 2518.

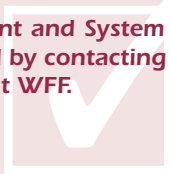


Risk Management and System Safety

All flight projects at GSFC shall have a Risk Management Plan (RMP) in accordance with NPG 7120.5A section 4.2. The Risk Management Plan will address all potential risks to people, property, the environment, and mission assurance for the entire life cycle of the project or mission, in addition to budget and schedule risks. Management will only accept risk when expected benefits outweigh identified risks. Projects may only proceed after approval of the Risk Management Plan.

The project manager is ultimately responsible for the safety of the project. The GSFC System Reliability and Safety Office, Code 302, provides risk management systems safety engineering support to projects.

Risk Management and System Safety assistance can be obtained by contacting 6-6490 at Greenbelt and 2518 at WFF.



Aviation Safety

All aviation operations at GSFC, including research or scientific projects that use aviation assets, will be reviewed and approved by the GSFC Aviation Safety Officer.

Aviation Safety information and assistance for both Greenbelt and WFF can be obtained by contacting the WFF Aircraft Office at 1403.



Range Safety

Range Safety provides Risk Assessment, Mitigation, and Standards Compliance. The Range Safety Office provides risk management services to Greenbelt/WFF projects and facilities. The Range Safety Office assists Greenbelt/WFF Management in understanding the residual risks associated with mission activities.

Flight and Ground Safety professionals support project managers and engineers in understanding and achieving compliance with pertinent instructions, analysis techniques, handbooks, and regulations and operations and system safety.

Range Safety information and assistance for both Greenbelt and WFF can be obtained by contacting the Range Safety Office at 1035.



Bomb Threats

DON'T PANIC

For telephonic bomb threats, record as much information as possible about the call, caller, background, "threat," etc.

1. Exact initial words of the caller: _____

Specific questions:

(Record answers exactly as spoken by caller)

- Where is the bomb? _____

- What time is the bomb set to go off? _____

- What kind of bomb is it? _____

- What does it look like? _____

- Who do you represent? _____

- Who are you? _____

- Why did you place the bomb? _____

- Did you know there are innocent people in the building who may be killed or injured? _____

- Please repeat what you've told me to make sure I understand you. _____



2. Exact closing words of the caller: _____

3. Time caller hung up: _____
4. Description of caller's voice:
- Familiar? _____
 - Male/Female? _____
 - Age (Young/Middle Aged/Old)? _____
 - Voice Pitch (High/Med/Deep)? _____
 - Accent (Ethnic/Regional)? _____
 - Impediment? _____
5. Your name and position: _____

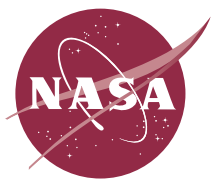
6. Your location/address: _____

7. Phone number on which call was received: _____

8. Date/time of call: _____

Immediately report bomb threats or unattended suspicious packages by calling "112" at Greenbelt or 1333 at Wallops from a safe location.





National Aeronautics and
Space Administration

Goddard Space Flight Center
